

EXTERNAL VACANCY	
Job Title	Logistics Manager
Job Type	Manager Level
Hours of Work	37.5 hours per week Monday to Friday
Salary	TBC
Reporting Direct To	Darin Langdon
Department Head	Darin Langdon General Manager
To Apply	If you are interested in applying for this position, please email a covering letter and your CV: to Jayne Louth – H.R. & H & S Officer , at JMC-HR Mail <jmchrmail@jakemans.com>
Closing Date for Applications: 23rd November	
POSITION OVERVIEW	
<p>Managing the Warehouse & Logistics functions and departmental IT systems. Overseeing receipt, storage & despatch of goods required by the company and internal distribution activities according to British Retail Consortium (BRC).</p> <p>Management of the 3PL contract, incorporating the review of the performance, alongside other warehouse specific service providers.</p> <p>To ensure inventory management is industry standard. Taking responsibility for performance, efficiency (department dashboard) & development of warehousing, logistics, systems & personnel. Promoting workplace health and safety and stock / warehouse security. creating dashboards</p>	
MAIN TASKS AND KEY RESPONSIBILITIES	
<p>Team Management Liaising with General Manager</p> <ul style="list-style-type: none"> • To manage the team: day-to-day supervision, reconciliation of staff time sheets, assigning tasks, ensuring procedures and policies are adhered to & identify training and kept up to date records, development requirements. Conducting PDPs and as appropriate disciplinary procedures. <p>Logistics Management – Liaising with H/O Planning Manager</p> <ul style="list-style-type: none"> • 3PL Management: <ul style="list-style-type: none"> • Key point of contact for 3PL. • Invoice management • Service Review – Reporting & Communication • Ownership of escalation requirements of software conflicts / errors between companies. • Overseeing stock transfers, collection, storage & deliveries. • Interacting with H/O Sales to ensure high level customer performance. • Inventory management with analytical measurement. • Non Conformance management with CAPAs • Communicate & report to management. • Compliance with relevant laws and regulations. <p>Warehousing – On Site Liaising with General Manager</p> <ul style="list-style-type: none"> • Inventory Management: <ul style="list-style-type: none"> • Oversee all inventory transactions; movement, storage, use, rotation, transfers, returns, status, administration, reconciling variances & communication to necessary departments • Run end of year stock take • Waste management: Plan, organise, monitor, report, and review. 	

- Internal non-conformances for the department, reporting, investigating, implementing, and sustaining corrective actions.
- Management of departments equipment; maintenance and communication with suppliers
- Ensure Health & Safety requirements are met i.e., racking inspections, equipment inspections.
- To operate and manage parts of the company business system & other software.
- CHEP management – Ordering, Quality check, System management, monitor and review and annual stock take.
- Coordinate with management any issues that arise, facilitate meetings when required and highlight continuous improvement concepts.

BRC compliance: Ownership for department

SKILLS / ABILITIES

Competencies

- Experience of managing 3PL / Logistics
- Experience in warehouse management
- Good Organisational / Leadership & People skills
- Good Awareness of Warehouse Safety
- Strong computer skills / knowledge, particularly Microsoft Excel & Word
- Good Knowledge of MRPII / ERP & despatch systems
- Counterbalance Licence
- Full UK driving License

Personal

- Flexible and Adaptable approach to working
- Focused Attitude.
- Resilient and Enthusiastic